



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 2, CD [Classified Competitive]			Salary P21 \$51,529.95 - \$72,953.46
Posting Number 79-16	Position Number 909026	Number of Positions 1	Posting Period * From: 6/29/16 To: 7/13/16
Location: 50 East State Street, 3rd floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees

GENERAL DESCRIPTION

Performs follow-up activities to promote the objectives of the STD Program. Performs administrative and field work, work necessary to attain program objectives. Analyzes public health problems involved and develops effective work methods. Enters and manages case investigation data into CDRSS (Communicable Disease Reporting and Surveillance System) or STD-MIS (STD Management Information System) according to established guidelines. Maintains confidential records and files. Maintains professional liaison with hospitals, physicians, health care professionals and local health departments in order to provide technical assistance in areas of diagnosis, treatment, reporting of STD infections and follow-up procedures. Completes narrative reports, as directed, as well as epidemiological correspondence, as appropriate or required. Provides technical guidance, as needed, to foster compliance with the Surveillance protocol. Performs laboratory quality control site visits to review medical records and collect STD morbidity reporting information. Conducts STD educational presentations to public, private and all other public health agencies concerning the detection, reporting, prevention and control of STD. Assists in training local communicable disease investigators and instructs them in methods/skills/ techniques used in interviewing and collecting data. Participates in required conference calls, trainings and meetings sponsored by the New Jersey Department of Health and CDC; may include out-of-state travel.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in a communicable disease related health or social service program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Biological Science, Public Health, Public Health Nursing, Social Services, or other related subjects may be substituted for one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

FILING INSTRUCTIONS

Forward your cover letter, resume and application for employment** to:

**Dawn Costello, Executive Assistant 2
HIV, STD and TB Services
Reference Posting #79-16
New Jersey Department of Health
PO Box 363
Trenton, NJ 08625-0363**

You can reply to this posting by emailing your cover letter, resume and application for employment to:

PSTHIVAIDS@doh.nj.gov

* Resumes received after the closing date MAY be considered if the position is not filled.

** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**